

CARRIAGE FACTORY ART GALLERY
Building Use Application

Date of Event: _____

Time: Start: _____ End: _____
(Include time for setup and tear down.)

Expected Attendance: Adults: _____ Children: _____

Facility Request (indicate areas to be used):

____ Main Gallery ____ Kitchen ____ Outdoor Park

____ Susan Koehn (Mezzanine) Gallery ____ Top Level Gallery

How many tables are needed? _____

How many chairs are needed? _____

Contact Information:

Contact Name #1 _____

Telephone _____

Email _____

Contact Name #2 _____

Telephone _____

Email _____

Please submit application and fee (\$50 per hour) to:

Carriage Factory Art Gallery 128 E. Sixth St. Newton, KS 67114

CARRIAGE FACTORY ART GALLERY

Building Use Agreement

I agree to the following terms and conditions regarding the use of the facilities known as Carriage Factory Art Gallery, 128 E. Sixth St., Newton, KS, owned by the Newton Fine Arts Association, Inc.

I agree to payment of the entire fee at the time that the application is submitted. I understand that the payment may be forfeited if my reservation is cancelled less than one week prior to the reservation use date.

I agree to return the facility to its original condition, including but not limited to:

Chairs and tables returned to original placement

Carpet floors vacuumed

Kitchen area cleaned and swept, with all utensils cleaned and put away

Trash put into carts outside (recyclables go in the bin with a blue lid)

All lights turned off.

The renter agrees not to perform any illegal activities on the premises.

The renter holds the Newton Fine Arts Association, Inc (dba Carriage Factory Art Gallery) harmless for any and all damages to persons or their property. The Newton Fine Arts Association's insurance is limited to the building improvements only and does not cover any of the renter's property or persons in any way.

The renter must be of legal age, and understands that the renter is responsible for any personal injury to any person. The renter is also responsible for any damage to or removal of any part of the premises, including the Gallery's permanent art collection, artwork on display, or artwork in storage.

The renter further agrees to use the premises and all equipment in a reasonable manner and not to engage in any conduct that would disturb the quiet and peaceable enjoyment of these premises.

Renter Name (print): _____

Signature: _____ Date: _____

Renter's Address: _____

Renter's Phone Number: _____

Renter's Email: _____

Carriage Factory Art Gallery

Signature: _____

Date: _____

Amount Received \$ _____ Date Received _____

Check-in time: _____ Check-out time: _____

Returned condition: _____

Inspection completed by: _____

Date: _____